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10 September 1953 *10/16/53*

TO

MEMORANDUM FOR: The Acting Deputy Director (Administration)

SUBJECT: Proposed Notice No. [ ]  
COURIER SCHEDULE FOR COLLECTION AND  
DISTRIBUTION OF MAIL

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1. The subject Notice is submitted herewith for approval and authentication. Attached to the Notice is a detailed courier schedule which is unclassified and may be detached and posted for easy reference by personnel concerned with the dispatch of correspondence.

2. Publication of this Notice was requested by the Chief, General Services. Since it is strictly informational in character, no further coordination has been effected.

[ ]  
Special Assistant to the  
Deputy Director (Admin.)

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Security Information